

>> Hello, and thank you for joining me.

My name is Freda Johnson, and I will be the Lead Grants Management Specialist

for this particular FOA, 15-1502.

Today I'm here to discuss eligibility, how to apply, budget information, and application tips.

In order to be eligible, you must meet all of the following criteria.

You must be a 501(c)(3).

You must be located in a metropolitan statistical area.

You must document services to the target population

and share their Targeted HIV Plan with the health department.

In addition, you must provide at least three letters of support from a civic, nonprofit,

or faith-based organization located in the community and also an organization

that serves the proposed target population.

Organizations applying to provide services outside

of their primary district must establish a relationship with a host organization located

in the district where services are proposed to be provided.

When uploading your information into Grants.gov,

please ensure that you use the specific naming convention that is located in the FOA.

Before applying, make sure that you become familiar with Grants.gov.

Keep track of any technical assistance provided through the Grants.gov website, and make sure that you have available your DUNS number, EIN, SAM registration, and your bank account information.

Also, please review the funding opportunity announcement in its entirety.

Here you will see a snapshot of the Grants.gov website.

I would like to point out to you Track My Application.

Please use this hyperlink to track any -- any status of your application.

You should receive at least two emails from Grants.gov.

The first email will let you know that your application is -- is being processed.

And the second email will either validate or let you know that your application has errors.

Register at Grants.gov now.

It can take anywhere between three to five business days and has taken up to as long as four weeks to register.

Here you will find detailed information on how to obtain your DUNS number,

where to go to create account
-- to create an account in SAM,

and also just a reminder
to have your EIN number.

If you click on the Grants.gov tutorial,
you will be taken to a Grants.gov website

in which it will also take you to -- I'm sorry.

It will also take you to a YouTube video in
which it will show you step-by-step information

as to how to navigate through
the Grants.gov website.

Here is a snapshot of the Word Search
and how to search for your FOA.

If you -- if you put information
under the keyword search,

I would suggest that you type in PS15-1502.

This will give you your desired results.

You can also use the Search By
Funding Opportunity Announcement,

but ensure that you use the entire
naming convention of the FOA.

Once you have found your FOA, make sure that
you download the grant application package

and then complete this package
offline and, as stated before,

use the specific naming conventions
located in the FOA

to save the various information from the package.

Once that has been saved, you can submit the complete package into Grants.gov.

You must complete the -- you must be completely registered on Grants.gov

to upload a completed application.

There will be no extensions of the FOA application due date,

and all applications must be submitted and accepted through Grants.gov.

When completing your application, make sure that you review and follow the instructions

and deadlines provided in the FOA.

Provide a proposed narrative and explain the project completely.

Prepare a budget as it relates to the require -- the requirements identified in the FOA.

Make sure that you identify key personnel, and also identify the approving officials

for the organization to prevent processing delays.

When completing your application, make sure that you include these key documents.

All new -- all new nonresearch grant applications must be submitted

through Grants.gov.

Next we will talk about a budget.

The overarching goal of the budget is to provide quality and proper stewardship of grant funds

by managing the financial resources of the federal government.

The primary objectives are to ensure that the grantee is eligible to participate

in the federally funded program;
have all appropriate clearances;

make sure that the costs are allowable, allocable, and reasonable;

and have a budget that is complete and properly detailed.

In order to prepare a proper budget, it's important to know the types of costs

that are allowable, which cost principles to apply, and the differences

between direct and indirect costs.

To assist you in preparing your budget, please follow the template

and budget guidelines located in this [hyperlink](#).

The cost principles that apply

for this particular FOA is the 2 CFR Part 230 Cost Principles For Nonprofit Organizations.

This replaces the OMB Circular A-122.

If your financial management system meets the 45 CFR 74.21 standards, then the grantee is allowed

to use your own accounting system.

Direct costs are costs identified specifically with a particular award, project, or program, service, or other organizational activity.

Indirect costs can be shown through administrative costs and or facility costs, and it's any cost that's incurred for a common or joint objective.

In order to be approved, an agency must have a current federally negotiated and approved indirect cost rate agreement.

A uniform method for allocating indirect costs to all private is the indirect cost rate.

This is a percentage that is used to distribute costs and all costs benefiting from those costs.

Any organization with more than one source of funding needs an indirect cost rate.

It is the responsibility of the grantee to submit the indirect cost proposal

which provides the basis for review, audit, and negotiation to the cognizant agency.

It is up to the cognizant agency to be responsible for negotiating and approving the agreement based on the documentation submitted from various organizations.

Cost principles provide four tests that are used to determine if costs are allowable.

The first one is reasonableness.

A cost that's reasonable is -- in nature or amount, it does not exceed

that which would be incurred by a prudent person under the circumstances prevailing

at the time the decision was made to incur the cost.

It is ordinary and necessary for the operation of the organization and performance of the grant.

Next, there are restraints and or requirements that may be imposed on this test

by generally accepted sound business practices, arms-length bargaining which states

that you cannot contract with any relative.

Also, government regulations and grant terms and conditions.

Allocability is another test.

This is -- a cost that's allocable to a grantee if it is treated consistently

with other costs incurred for the same purpose and meets at least one of the following.

It is incurred solely in order to advance work under the grant and benefits both the grant

and other work of the organization including other grant-supported projects and programs.

It is necessary to the operation of the organization, even though a direct relationship

to the specific cost objective cannot be demonstrated.

Consistency is another test.

Recipients must be consistent in assigning costs to cost objectives.

Costs must be treated consistently for all work of the organization

under similar circumstances regardless of the source of funding

so as to avoid duplicate charges.

In other words, if you're going to use cash basis, use cash basis throughout.

And the last test is conformance.

You must conform with all of the terms and conditions stated in your Notice

of Award including those in the cost principles.

Next we will talk about common budget challenges.

We will start with salary and fringe benefits.

Please make sure that you include a description of the responsibilities for each position,

and the description should be directly related to the specific program objectives.

The salary must not exceed the executive level II or \$179,700.

Fringe benefits are allowable provided such benefits are granted in accordance

with established written organizational policies.

Here is an example Salary Budget and Justification.

I would like to direct your attention to the vacant position.

If you're going to submit an application or budget with a vacant position,

please also include the --
please also include the timeline

in which you are expecting to fill that position.

Here's a Sample Fringe Benefits Budget.

[Pause]

Travel is meant only for the staff that is located under your salaries.

Any travel that should be done by a consultant or a contractor should be located

within their itemized budget under their respective categories.

Provide justification for both in-state

and out-of-state travel including the itemized information listed in the budget guidelines.

Here's a sample Travel Budget and Justification for in-state.

Next is a sample Travel Budget and Justification for out-of-state.

I would like to direct your attention to the per diem and lodging.

As you can see, per diem is for one person for three days, and lodging is for one person for one night.

If this were to come across my desk, you would receive a phone call or an email,

and this would send up a red flag.

The information and supporting --

supporting justification does not justify three days for the per diem.

Next is contractual costs.

When submitting a budget for contractual costs, ensure that you answer all of the --

all of the following bulleted information: name of the contractor, method of selection,

period of performance, scope of work, method of accountability,

itemized budget and justification.

The consultant costs are the same.

Make sure that you answer all of the bulleted information.

Equipment versus supplies.

Equipment has a useful life more than one year, and it has a cost that is equal

to or greater than \$5000 per unit.

Supplies would be anything that is less than \$5000.

And this is for federal purposes only.

You as the grantee, if you recognize equipment as anything that is \$2000 and above,

by all means, please place your cost in equipment.

You will receive a notice of award that will state \$2000 in the equipment category.

But, as a federal employee going over your budget at the end of the project period,

if you still only have \$2000 in your equipment category, I will not view that as equipment.

For your accounting records and bookkeeping purposes,

\$2000 will be placed in the equipment category.

Here is a sample Equipment Budget and Justification.

Here is a sample Supplies Budget and Justification.

[Pause]

And last but not least is other.

If you have anything that you would like to add to your budget that will not fit

into any other categories, please place it in the other category.

For example, if you're traveling and you have registration fees,

registration fees would not go in the travel category but would be placed in other.

And now we have come to application tips.

Please include a cover letter that shows the FOA number, the category you are applying for,

the budget amount, the organization point of contact.

I would like to reinforce that any pages in excess of the page limits will be removed

from the application and not forwarded to the review panel.

The Work Plan is limited to 10 pages.

The Project Narrative is limited to 30 pages.

Use the FOA and evaluation criteria section as a guide

to develop the work plan or project narrative.

Application packages must be successfully submitted into Grants.gov no later

than the date stated in the FOA, which is November 14 at 11:59 p.m. Eastern Standard Time.

Extensions to the due date will not be granted.

Submit your application package as early as possible.

Thank you for your time.

And, once again, my name is Freda Johnson.

And you can reach me at 770-488-3107
or you can email me at wve2@cdc.gov

for any further questions,
comments, or concerns.

Thank you once again, and good luck.